KINESIOLOGY AND APPLIED PHYSIOLOGY
GRADUATE PROGRAM HANDBOOK

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**WELCOME AND GREETINGS FROM THE FACULTY**

We are pleased to welcome you to the Graduate Program in Kinesiology and Applied Physiology at Rutgers University. The wide diversity and expertise of our distinguished faculty ensure that our students are provided with interactive and hands-on instruction, and contemporary knowledge and skills to enhance their ability to think critically and prepare for positions of leadership in exercise and sport settings.

Through teaching and cutting-edge research, our graduate program curriculum provides for critical thinking, scientific inquiry, and practical applications to the demands and needs of the health professions and the sports field. Kinesiology and Applied Physiology have become increasingly valued disciplines within the medical community and health sciences. Given the trends in heart disease, hypertension, obesity (both adolescent and adult), type II diabetes, cancer, and other chronic diseases, the role of physical activity in the prevention and treatment of these conditions has received considerable attention and support. Exercise has even been acknowledged for its role in the treatment of depression, anxiety, and other stress related disorders. The research developed within this field has shaped the guidelines for physical activity promoted by the US Surgeon General, NIH, the Institutes of Medicine, and the Centers for Disease Control. Sports Medicine has also continued to garner attention and be recognized for its contributions to the health and performance of athletes, emergency personnel (i.e., police, firefighters), military personnel, and special populations of all ages.

The purpose of this handbook is to help graduate students navigate the curriculum of the Kinesiology and Applied Physiology Graduate Program at Rutgers, The State University of New Jersey. It should be used in conjunction with the Rutgers University Graduate School of New Brunswick catalog. Degree requirements for the M.S. Program in Kinesiology and Applied Physiology and the Ph.D. Program in Kinesiology and Applied Physiology are included, as well as college academic policies and other useful information.

**MISSION STATEMENT**

It is the mission of the Graduate Program in Kinesiology and Applied Physiology at Rutgers University to provide graduate students with the opportunity to study under the guidance of prominent faculty in the field using state of the art research techniques and principles. Students will gain experience training and testing various populations, including, but not limited to, youth, college, and elite athletes, military personnel, police, firefighters, children, elderly, and those who are overweight or obese. An emphasis will be placed on an integration of sport and health in order to influence public policy and mitigate various disease states. The Graduate Program in Kinesiology and Applied Physiology will be used to train the next generation of researchers and practitioners in the latest techniques and technologies pertinent to the areas of health, human performance, and sport nutrition.
Brandon L. Alderman, Ph.D.
*B.S., M.S., University of Wyoming, Ph.D., Arizona State University*
Assistant Professor, Department of Exercise Science and Sport Studies
Rutgers, The State University of New Jersey
http://www.exsci.rutgers.edu/faculty/full-time-faculty/426-brandon-alderman
http://www.aldermanlab.com/

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Research: Investigates the relationship between exercise, stress, cardiovascular health, and mental health

Tracy G. Anthony, Ph.D.
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Rutgers, The State University of New Jersey
http://nutrition.rutgers.edu/faculty/anthonytg.html

Email: tracy.anthony@rutgers.edu
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Telephone: 848-932-6331
Research: Protein and amino acid metabolism, adaptation to cell stress by eIF2 and mTOR pathways; nutrition and exercise

Shawn M. Arent, Ph.D, CSCS*D, FACSM (Director)
*B.A., University of Virginia, M.S, Ph.D., Arizona State*
Director, Graduate Program in Kinesiology and Applied Physiology
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Director, IFNH Center for Health and Human Performance
Rutgers, The State University of New Jersey
http://www.exsci.rutgers.edu/faculty/full-time-faculty/427-shawn-arent
http://ifnh.rutgers.edu/chhp.html

Email: shawn.arent@rutgers.edu
Office: Loree 066
Telephone: 848-932-7050
Research: Exercise physiology and endocrinology; sports and exercise nutrition; ergogenic aids; athlete performance; exercise and the stress response
Sara C. Campbell, Ph.D.
_B.S., M.S., Bloomsburg University of Pennsylvania, Ph.D., Florida State University_
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Rutgers, The State University of New Jersey

**Email:** saracamp@rci.rutgers.edu  
**Office:** Loree 061  
**Telephone:** 848-932-9525  
**Research:** Obesity and gut microbiome, dietary fat and intestinal integrity, exercise, omega-3s and inflammation

David Feigley, Ph.D.
_B.A., M.S., Ph.D., Rutgers The State University of New Jersey_
Associate Professor, Department of Exercise Science and Sport Studies
Rutgers, The State University of New Jersey

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**Office:** Loree 107  
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Peter J. Gillies, Ph.D., FAHA
_Ph.D., Bradford University_
Professor, Department of Nutritional Sciences
Rutgers, The State University of New Jersey
Director, New Jersey Institute for Food, Nutrition and Health
[http://ifnh.rutgers.edu/director.html](http://ifnh.rutgers.edu/director.html)

**Email:** director@ifnh.rutgers.edu  
**Office:** Center for Advanced Food Technology 122  
**Telephone:** 848-932-3500  
**Research:** Nutrigenomics and the relationships between nutrition and metabolic syndrome disorders

Daniel J. Hoffman, Ph.D.
_Ph.D., Tufts University_
Associate Professor, Department of Nutritional Sciences
Rutgers, The State University of New Jersey
**Telephone:** 732-932-6568
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**Email:** dhoffman@aesop.rutgers.edu  
**Office:** Food Science Building 107  
**Telephone:** 848-932-5476  
**Research:** Energy metabolism and body composition
Karyn Malinowski, Ph.D.
*B.S., M.S., Ph.D., Rutgers, The State University of New Jersey*
Professor, Department of Animal Sciences
Director of the Rutgers Equine Science Center at the New Jersey Agricultural Experiment Station
Rutgers, The State University of New Jersey
Experiment Station (NJAES)
[http://www.escrutgers.com/faculty_info/malinowski/Malinowski.htm](http://www.escrutgers.com/faculty_info/malinowski/Malinowski.htm)

**Email:** Malinowski@aesop.rutgers.edu
**Office:** Administration Services Building II (ASB II)
**Telephone:** 848-932-9419
**Research:** The physiology of horses as it specifically is related to the well-being of the performance horse, the study of aging in horses, the effects of stress on the equine immune system.

Kenneth H. McKeever, Ph.D., FACSM
*B.S., California State Polytechnic University Pomona, M.S., Fresno State University, Ph.D., University of Arizona*
Professor, Department of Animal Sciences
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[http://molbiosci.rutgers.edu/faculty/mckeever.html](http://molbiosci.rutgers.edu/faculty/mckeever.html)

**Email:** mckeever@aesop.rutgers.edu
**Office:** Bartlett Hall
**Telephone:** 848-932-1098
**Research:** Comparative exercise and cardiovascular physiology with a particular interest in baroreceptor function and renal and neuroendocrine control of blood pressure, blood volume, and fluid and electrolyte balance; the effects of ergogenic (performance-enhancing) practices on the physiological responses of the equine athlete.

Sue A. Shapses, Ph.D., R.D.
*B.S., Syracuse; M.S., Ph.D., Columbia University*
Professor, Department of Nutritional Sciences
Acting Chairperson, Department of Exercise Science and Sport Studies
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**Telephone:** 848-932-9403
**Research:** Osteoporosis, bone metabolism and obesity
Carey A. Williams, Ph.D.
*B.S., Equine Science, Colorado State University, M.S., Ph.D., Virginia Polytechnic Institute and State University*
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http://animalsciences.rutgers.edu/faculty/williams/
http://www.esc.rutgers.edu/faculty_info/williams/williams.htm

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Office: Barlett Hall 213E
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Research: Equine nutrition and how it affects the performance of the equine athlete
I. PROGRAM OVERVIEW

The M.S. and Ph.D. programs in Kinesiology and Applied Physiology are interdisciplinary in nature and emphasize fundamental principles derived from the basic sciences that have contributed to the development of our field. Current faculty provides expertise in physiology, nutrition, metabolism, psychophysiology, and endocrinology. Existing ties to outstanding programs at Rutgers (i.e., Nutritional Sciences, Endocrinology and Animal Biosciences, Psychology, and Physiology and Integrative Biology, the Cancer Institute of New Jersey, and the Medical School) provide a unique foundation for the education and training of the next generation of scientists in the area of Kinesiology. The programs emphasize training in both basic and applied science. This program focuses on in-depth training in either Exercise Physiology or Exercise Psychology. Students will be taught about hormonal, biochemical, metabolic, cardiovascular, musculoskeletal, and psychological responses to exercise, exercise testing and prescription principles, and application of physical activity to an overall beneficial wellness profile. The strengths of the affiliated faculty are conducive to implementing this model. Furthermore, due to supportive ties to the recently established Institute for Food, Nutrition, and Health (IFNH) at Rutgers, translational research at both a human health and performance level will be a priority of this program. Within the IFNH, the Center for Health & Human Performance provides an outstanding potential training experience for some of the students in this program.

The Graduate Program in Kinesiology and Applied Physiology offers courses of study leading to the M.S. and Ph.D. degrees. All students take a core curriculum in advanced exercise physiology, exercise testing and prescription fundamentals, research methods, and statistics. The remainder of course requirements are individualized, depending on the student’s goals. Original research leading to a master’s thesis or doctoral dissertation is conducted under the guidance of the student’s selected faculty mentor.

Applicants are strongly encouraged to contact prospective faculty members before applying to determine whether that faculty member is planning to admit new students to their research group for the upcoming year and to explore their research program to determine if your academic background meets the needs of the research group. It would be helpful if, before contacting prospective faculty, you reviewed the departmental website, as well as faculty publication lists, to determine if your research interests and goals are similar.

The Ph.D. is a research degree that prepares students to become independent scholars. It signifies that the holder is capable of original and ethical research in a particular field and of making a significant contribution to that field. To attain this degree, graduate students, guided by their own interests and by the expertise of their graduate faculty, develop an individual plan of research within the context of a broad general structure. The goal of the graduate program is to assist students in becoming scholars who are skilled in the research practices of the discipline and aware of its ethical and professional standards.

Although the specifics may vary by discipline, the three major stages that must be completed satisfactorily for the doctoral degree are: classes and seminars, qualifying examination (oral or written, or both), and dissertation. At each of these stages, the student, the individual faculty member, and the graduate program (that is, the entire faculty under the leadership of the program director) share joint responsibility; without a cooperative effort, a student’s academic and professional development may be hindered and the integrity of the program jeopardized. Although the whole process is broadly directed by the Graduate School–New Brunswick, successful mentoring is best
achieved using a tripartite model, where students, individual faculty members, and the graduate program all cooperate to ensure that students stay involved and active in the program, making good progress.

Within this tripartite model, a more traditional mentor/student relationship should develop. Historically, in both the U.S. and European university systems, a close and sustained relationship between an experienced faculty mentor and an advanced graduate student has been a central, respected component of graduate education, a tested and effective method for preparing the next generation of scholars and researchers. Students benefit from the knowledge, experience, and counsel of an established scholar or researcher who facilitates the apprentice scholar's socialization to a particular discipline. Mentors act, variously, as advisers, guides, role models, supervisors, and collaborators, with the goal of enabling graduate students to make the transition from student to independent investigator. This one-to-one relationship can be a rich experience for both parties.

Please refer to the link below for a detailed outline of the interconnected responsibilities of each of the parties at each stage of the graduate program; clearly, every situation is different, and this is not intended to be prescriptive or exhaustive. While it has been written with the Ph.D. in mind, many of the practices may be applicable to professional doctoral degree programs as well.


An additional non-thesis graduate education option is the Master of Business & Science (MBS) Program in Kinesiology and Applied Physiology. The objective of the MBS Program is to educate students about the systemic adaptations and responses to exercise, and the implications for application of these principles to the health, fitness, biotechnological, nutraceutical, supplement, and wellness industries. The MBS is designed for students with a background in science who also hold an interest in business as it combines kinesiology course-work with business and finance course-work. Additional information about the MBS option can be found here:
http://psm.rutgers.edu/programs/kinesiology-and-applied-physiology

II. DEGREE REQUIREMENTS

M.S. Program in Kinesiology and Applied Physiology

The minimum requirement to earn the Master’s degree is 30 credits of successful graduate study in coursework. In the Kinesiology and Applied Physiology Program, a research project culminating in a thesis is also required. This thesis project usually replaces 6 credits of regular graduate courses normally taken in a 36-credit non-thesis program. The 30 coursework credits, representing at least one academic year of advanced study, must be completed no later than three years after first registration unless an extension of time is granted by the Graduate School-New Brunswick. The student's registration in the Graduate School-New Brunswick must be continuous from the time of admission to graduate study until the time the degree is conferred. In fulfilling course requirements, courses may be selected from a single program or from several related programs.

Core Courses:
Advanced Exercise Physiology 3
Statistics 3
Exercise Testing and Prescription 4
Research Methods in Exercise Science 3

Total Required Credits = 13
**Potential Electives:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Biochemistry</td>
<td>3</td>
</tr>
<tr>
<td>Exercise Endocrinology</td>
<td>3</td>
</tr>
<tr>
<td>EKG Use and Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition for Sports and Exercise</td>
<td>3</td>
</tr>
<tr>
<td>Metabolic Responses to Exercise</td>
<td>3</td>
</tr>
<tr>
<td>Exercise Psychophysiology</td>
<td>3</td>
</tr>
<tr>
<td>Theories of Strength &amp; Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>Comparative Physiology</td>
<td>3</td>
</tr>
<tr>
<td>Molecular and Cell Physiology</td>
<td>3</td>
</tr>
<tr>
<td>Cardiovascular Physiology</td>
<td>3</td>
</tr>
<tr>
<td>Equine Exercise Physiology</td>
<td>3</td>
</tr>
<tr>
<td>Neuroendocrinology</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition: A Biochemical and Physiological Basis</td>
<td>4</td>
</tr>
<tr>
<td>Nutrition Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Topics in Exercise Physiology Seminar</td>
<td>3</td>
</tr>
<tr>
<td>Research in Kinesiology and Applied Physiology</td>
<td>6+</td>
</tr>
</tbody>
</table>

Total Electives Course Credits (minimum) = 12
Total Course Work Credits (minimum) = 30
Thesis Research Credits (minimum) = 6
Total Required Credits = 36

**Master’s Completion**

An application for candidacy for the Master’s degree must be submitted to the Dean of the Graduate School - New Brunswick at least two months before the final oral defense of the thesis. If a student expects to make the defense at the end of the Summer Session or at the beginning of the fall semester, the application must be filed before the Summer Session starts. Forms for this purpose are available at the Office of the Graduate School, and responsibility for filing the application lies with the student.

The final thesis defense for Kinesiology and Applied Physiology consists of the written thesis and oral defense. The Master’s Thesis Committee must consist of at least three members of the graduate program faculty, one of whom is the student’s thesis advisor serving as the chair of the committee. Just before a student is to make the thesis defense, he or she must obtain, from the Office of the Graduate School, a copy of the previously filed application and submit that copy to the chair of the committee. The chair and committee members record the results of the defense on this form. It is the responsibility of the candidate to obtain the approval of the Graduate Program Director and to return the form to the Office of the Graduate School. The form should be returned soon after the examination and no later than the announced deadline for completion of degree requirements. The names of those failing to meet the deadline will be removed automatically from the commencement lists.
Calendar for the Master's Degree Program
The candidate must file an application for a Master's degree early in the same semester that included the scheduled final thesis defense. It is assumed at this point that grades from previous courses are available. The thesis and the completed candidacy form must be filed according to the announced deadline for completion of degree requirements. Finally, the diploma application must be filed by the appropriate deadline.

At no point during this sequence should the student allow academic year registration in the Graduate School-New Brunswick to lapse. Master's students writing theses must maintain continuous registration for a minimum of 1 research credit per semester; a maximum of three such semesters is allowed. The entire program must be completed within the period specified under “Time Limits for Degrees”.

http://catalogs.rutgers.edu/generated/nb-grad_current/pg136.html

Ph.D. Program in Kinesiology and Applied Physiology
Doctoral students must complete all requirements for the Ph.D. degree, including within the area of specialization, supporting cognate area(s), research design and statistics, comprehensive exams, and dissertation. The exact program of study is developed in consultation with the student’s advisor and approved by a faculty committee. Doctoral candidates are required to complete a total of 72 semester credits. Courses completed at the Master's degree level may be accepted by the student's Guidance Committee in conjunction with approval by the Curriculum Committee and graduate director in partial fulfillment of departmental requirements, but they may not be included in the 72-credit minimum requirement for the Doctoral degree.

Core Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Exercise Physiology</td>
<td>3</td>
</tr>
<tr>
<td>Exercise Testing and Prescription</td>
<td>4</td>
</tr>
<tr>
<td>Research Methods in Exercise Science</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Kinesiology and Applied Physiology Seminar</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Required Course Credits = 14
Potential Electives:
Exercise Biochemistry  3
Exercise Endocrinology  3
Exercise Psychophysiology  3
EKG Use and Interpretation  3
Nutrition for Sports and Exercise  3
Metabolic Responses to Exercise  3
Theories of Strength & Conditioning  3
Comparative Physiology  3
Molecular and Cell Physiology  3
Cardiovascular Physiology  3
Equine Exercise Physiology  3
Neuroendocrinology  3
Nutrition: A Biochemical and Physiological Basis  4
Nutrition Epidemiology  3
Biochemistry & Molecular Biology  3
Molecular Basis of Physiology  3
Physiological Basis of Disease  3
Advanced Topics in Exercise Physiology Seminar  3
Research in Kinesiology and Applied Physiology  3

Total Electives Course Credits (minimum) = 12
Total Course Work Credits (minimum) = 32
Dissertation Research (minimum) = 24
Additional Credits (Research/Coursework) = 16
Total Credits (minimum) = 72

Doctoral Completion and the Dissertation Committee
An application for candidacy for the Doctoral degree must be submitted to the Dean of the Graduate School - New Brunswick at least two months before the final oral defense of the dissertation. If a student expects to make the defense at the end of the Summer Session or at the beginning of the fall semester, the application must typically be filed before the Summer Session starts. Forms for this purpose are available at the Office of the Graduate School, and responsibility for filing the application lies with the student.

The final dissertation defense for Kinesiology and Applied Physiology consists of the written dissertation and oral defense. The supervision of the course of study, research for the dissertation and the conduct of the final examination are entrusted to a committee whose members are selected in consultation with the director of the graduate program. In addition to the committee chair, each committee consists of at least four members or associate members of the graduate faculty in the student's graduate program and one outside faculty member who is not part of the program faculty. The nonprogram member must be approved by the director of the graduate program. The student is encouraged to seek advice during the course of study from the graduate
director, committee chair, and professor supervising his or her courses. No graduate student should regard a program of study as the mere accumulation of numerical credits and meeting of formal requirements. Progress toward mastery of a discipline depends largely upon the guidance of the professors in charge of the effort and upon the student's initiative.

**Policy on the “Outside Member”**:  
http://gsnb.rutgers.edu/sites/gsnb/files/OutsideMember.pdf

Just before a student is to make the thesis defense, he or she must obtain, from the Office of the Graduate School, a copy of the previously filed application and submit that copy to the chair of the committee. The chair and committee members record the results of the defense on this form. It is the responsibility of the candidate to obtain the approval of the Graduate Program Director and to return the form to the Office of the Graduate School. The form should be returned soon after the examination and no later than the announced deadline for completion of degree requirements. The names of those failing to meet the deadline will be removed automatically from the commencement lists.

**Calendar for the Ph.D. Degree Program**

The candidate must satisfy admission conditions early in the academic program and complete any language requirements before taking the qualifying examination. The candidate also must take the qualifying examination at least two semesters before the final examination. In addition, he or she must file the dissertation, complete the final examination, and return the candidacy form (which indicates the results of that examination) by the established deadlines for completing degree requirements. Finally, candidates must file their diploma applications by the appropriate deadline. At no point during this sequence may students allow their registration in the Graduate School-New Brunswick to lapse (with the exception of a recipient of the master of philosophy degree). The entire program must be completed within the period specified under "Time Limits for Degrees".

http://catalogs.rutgers.edu/generated/nb-grad_1214/pg117.html

**III. THESIS/DISSERTATION PREPARATION**

A pamphlet entitled *Style Guide for Thesis and Dissertation Preparation* is available at the Office of the Graduate School or online at http://gsnb.rutgers.edu. All theses, dissertations, or essays submitted to the Graduate School-New Brunswick in partial fulfillment of the requirements for master’s and doctoral degrees must conform to the instructions in this pamphlet. A thesis or dissertation may be rejected by the Graduate School Office if it does not adhere to the stylistic and technical requirements specified in the *Style Guide for Thesis and Dissertation Preparation*.

The Office of Academic Services provides a series of dissertation and thesis workshops to help students prepare their manuscripts for submission in accordance with the requirements of the Graduate School-New Brunswick. In addition to examining the various guidelines for dissertation and thesis preparation, the workshops give students the opportunity to ask questions about the format of their project. For schedule information, call 848-932-8122.
IV. DEPARTMENTAL POLICIES: ACADEMIC PERFORMANCE

Academic Standing – M.S. Degree
Candidates for the Master's degree normally are expected to earn grades of B or better in their coursework. No more than 3 credits bearing grades of C or C+ may be used in meeting the requirements for a Master’s degree.

Academic Standing – Ph.D. Degree
Prospective candidates for the doctorate should understand that they ordinarily will not be permitted to proceed to the qualifying examination unless their record in coursework shows evidence of distinction. The standard of work required is left largely in the hands of the student's program committee. The Kinesiology and Applied Physiology Doctoral Program expects graduate students to achieve grades of B or better in all of their courses. The regulations in some programs assume that a student probably should not continue to the doctorate unless he or she demonstrates a capacity to perform with distinction (i.e., grades of A) in at least half of his or her formal studies. This program adheres to this same guiding principle.

V. DEPARTMENTAL POLICIES: INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

Academic Integrity at Rutgers
http://academicintegrity.rutgers.edu/policy-on-academic-integrity

Principles of academic integrity require that every Rutgers University student:
- properly acknowledge and cite all use of the ideas, results, or words of others
- properly acknowledge all contributors to a given piece of work
- make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress
- uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to insure that:
- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- all student work is fairly evaluated and no student has an inappropriate advantage over others
- the academic and ethical development of all students is fostered
- the reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.
Research Policy and Research Centers
All students are governed by the university's patent policy located on the Rutgers University Policy Library webpage, Research – Section 90:

[hyperlink to policy]

VI. STUDENT CONDUCT AND CONFLICT RESOLUTION

Student Conduct and Conflict Resolution
Student Academic Regulations and Policies, Code of Student Conduct

[hyperlink to code of conduct]

VII. WORK RELATED POLICIES

Teaching Assistants
The main responsibilities of TAs in the Kinesiology and Applied Physiology Program are to instruct laboratories associated with undergraduate instruction such as Exercise Physiology or Exercise Testing and Prescription, to assist with instruction for large undergraduate lectures, or to teach select undergraduate courses (particularly for more senior TAs). Twenty hours per week are required, consistent with Rutgers policies.

Teaching Assistant Project (TAP)
The Teaching Assistant Project (TAP) is designed to promote excellence in undergraduate and graduate education at Rutgers–New Brunswick through the professional development of teaching assistants. The fundamental components of this project are an orientation for all new TAs, sponsorship of Introduction to College Teaching I and II, presentation of certificate programs and special issues seminars throughout the year, discipline-specific training within each program, and written, web-based materials designed for TAs. A dedicated telephone line, the TA HelpLine (848-932-11TA), provides daily assistance to TAs who have questions about teaching. The TA Project's website, [hyperlink to TA website], also provides extensive information for TAs about teaching at Rutgers. Videotaping is available for TAs who wish to have a class recorded so they may review and improve their teaching performance. TAP recognizes the dual role of TAs in the university and seeks to assist them in teaching on the college level while balancing their responsibilities as graduate students. Questions about TAP should be directed to the Office of the Dean at the Graduate School-New Brunswick at 732-932-7747.

[hyperlink to TA help line]

Student Health Insurance
Students appointed to full academic-year assistantships have comprehensive health insurance as employees. Most fellows and trainees are also provided single-coverage health insurance through a comparable plan or the student health insurance plan. The university has designed a health insurance plan for Rutgers students with United Healthcare. The fee for the student insurance plan is included
in the term bill of all full-time students. If a student has an alternate health insurance plan, he or she can complete an online waiver form and remove the fee. If the waiver is not completed, the student will be enrolled in the student health insurance plan. The student insurance plan has a maximum benefit of $250,000. Details and waiver and enrollment information, may be found at: http://www.firststudent.com.

Students also may purchase coverage for their spouses and children at additional cost. For further information, contact the Office of Student Health Insurance, Hurtado Health Center, Rutgers, The State University of New Jersey, 11 Bishop Place, New Brunswick, NJ 08901-1180 (732-932-8285).

http://catalogs.rutgers.edu/generated/nb-grad_current/pg40.html

VIII. UNIVERSITY RESOURCES

University Library System
Please refer to the link below for a complete listing of services offered at Rutgers University libraries in New Brunswick:
http://www.libraries.rutgers.edu/libraries_centers

Financial Aid for Graduate Students
Financial assistance in the form of research and teaching assistantships and excellence fellowships is available for our Ph.D. students. Since the number of assistantships varies, students requesting financial aid are encouraged to submit their applications by January 15th. Most doctoral students receive support throughout their studies. Although we cannot guarantee full financial aid, all of our current continuing doctoral program students receive support.

For complete information, please reference the link below:
http://gradstudy.rutgers.edu/financial/financial-information

Student Assistance
Since the personal welfare of students must be the concern of an academic community, redress of grievances for graduate students at the university is provided through the degree program office and centrally through the graduate school. Depending upon the subject at issue, students matriculated in the Graduate School-New Brunswick may approach their graduate program director or the associate dean for academic support and graduate student services.
http://catalogs.rutgers.edu/generated/nb-grad_current/pg38.html
**Graduate Student Association**

The Graduate Student Association (GSA) sponsors a variety of social and cultural activities for graduate students and represents their interests to the university through its legislative body. The GSA provides free legal advice to students and it sponsors academic programs, films, mixers, trips to New York, and community action programs.

Every graduate student, full time or part time, in any of the New Brunswick graduate and professional schools automatically becomes a member of the GSA. A president, vice president, treasurer, and secretary are elected at large. The GSA’s main legislative body is its Council, which meets once a month. Every graduate program may elect one representative for every 40 students enrolled. (NOTE: Programs with less than 40 students also are allowed one elected representative.) If you are interested in being a department representative, check with your program organization or the GSA office. The GSA offices are located in the Graduate Student Lounge (GSL) in the Rutgers Student Center on College Avenue in New Brunswick and may be contacted at 848-932-7995.

The GSL is primarily for the use of graduate students and for the functions sponsored by and for graduate students. It provides a comfortable atmosphere for socializing, lounging, and studying. [http://catalogs.rutgers.edu/generated/nb-grad_current/pg39.html](http://catalogs.rutgers.edu/generated/nb-grad_current/pg39.html)

**Additional Comments Regarding Graduation**

When entering their final semester, candidates who anticipate a faculty recommendation for conferral of the degree are required to follow the procedures listed below:

1. Ensure that all academic requirements are being completed. If a student is unable to do so by the deadline date, both forms listed below must be refilled for a later-dated diploma.
2. Ensure that related fees and any outstanding debts to the university are paid.
3. Submit the completed candidacy application form by the announced deadline, normally in early January, May, or October.
4. Submit a diploma application through the New Brunswick registrar's website by the announced deadline, normally January 2, March 15, or October 1.

Once the application deadline has passed, the website will not allow an application to be submitted. Permission of the Office of the Dean is required to file exceptionally.

If the application is not filed by the deadline, the degree cannot be conferred as scheduled, and graduation will be delayed. Students must refill for a later degree date if the deadline has passed. All forms are available from the Office of the Dean of the Graduate School. Students are urged to submit the appropriate forms in advance of the deadlines, if possible. It is the responsibility of the student to complete all requirements for graduation by the scheduled dates. All students should consult with the graduate director of their programs and with the Office of the Dean of the Graduate School about completing the requirements for graduation.

Conferral of degrees occurs once a year at the annual spring commencement. However, students who file the applications and complete all other requirements for the degree by the announced October or January dates will get a diploma dated for the respective month. Doctoral diplomas are distributed at the annual spring commencement. Master’s diplomas will be mailed or may be picked up by the student at the registrar’s office in accordance with the student’s expressed preference at the time of filing the online diploma application. Diplomas dated October and January are available by November and February, respectively. Any student who does not wish to attend commencement is
asked to indicate that fact on the diploma application. Students may request a temporary certificate of completion by submitting a written request to the university registrar (Administrative Services Building, Busch Campus). This request form may be obtained at the Dean's Office.

The diploma will be withheld from any student who has a financial obligation to the university. All forms can be found on the graduate school website: [http://gsnb.rutgers.edu/forms](http://gsnb.rutgers.edu/forms).

**Helpful Web Links:**

**Graduate Student Forms**
[http://gsnb.platform.drupaldev.rutgers.edu/resources/forms](http://gsnb.platform.drupaldev.rutgers.edu/resources/forms)

**University Safety and Security**
[http://catalogs.rutgers.edu/generated/nb-grad_current/pg87.html](http://catalogs.rutgers.edu/generated/nb-grad_current/pg87.html)

**Services for Students with Disabilities**
[http://catalogs.rutgers.edu/generated/nb-grad_current/pg89.html](http://catalogs.rutgers.edu/generated/nb-grad_current/pg89.html)

**Student Records and Privacy Rights under FERPA**

**Policy Prohibiting Discrimination and Harassment**
[http://catalogs.rutgers.edu/generated/nb-grad_current/pg91.html](http://catalogs.rutgers.edu/generated/nb-grad_current/pg91.html)

**Career Services**